
Chapter 04: Information Management

Information Management**B040101 Information Management Officer (IMO) Files**

Description: Consists of correspondence regarding new or clarification of existing telegraphic, radio, telephone or telecommunications procedures, regulations, operations, etc. maintained by the Information Management Officer (IMO).

Disposition: Destroy when 3 years old, or when superseded by revision of appropriate publication.

DispAuthNo: NN-172-64, item 1

Information Program Unit (IPU) Communications**B040201 Information Program Files**

Description: Consists of correspondence regarding new or clarification of existing telegraphic, radio, telephone or telecommunications procedures, regulations, operations, etc. maintained in the IPU or by the Information Program Officer (IPO).

Disposition: Destroy when 3 years old, or when superseded by revision of appropriate publication.

DispAuthNo: NN-172-64, item 1

B040202 Telephone Call Tickets

Description:

Disposition: Destroy when 1 year old.

DispAuthNo: NN-172-64, item 2

B040203 Registers or Logs of Incoming and Outgoing Communications

Description:

Disposition: Destroy when 6 months old.

DispAuthNo: GRS 12, item 3a

B040204 Chronological Files

Description: Duplicate copies of correspondence.

Disposition: Destroy when 2 months old.

DispAuthNo: Nonrecord

Chapter 04: Information Management

Information Program Unit (IPU) Courier, Mail & Pouch**B040301 Diplomatic Courier Trip Reports (FS-400)****Description:****Disposition:** Destroy when 4 years old.**DispAuthNo:** II-NNA-3, item 8

B040302 Courier Certification and Pouch Receipt (OF-253)**Description:****Disposition:** Destroy when 1 year old.**DispAuthNo:** II-NNA-3, item 9

B040303 Pouch Invoices (OF-244)**Description:****Disposition:** Destroy when 2 years old.**DispAuthNo:** II-NNA-3, item 10

B040304 Diplomatic Courier Mail Receipts**Description:****Disposition:** Destroy when 1 year old.**DispAuthNo:** II-NNA-3, item 12

B040305 Excess Baggage Authorizations for Couriers**Description:****Disposition:** Destroy when 2 years old.**DispAuthNo:** II-NNA-3, item 13

B040306 Courier Schedules and Itineraries**Description:****Disposition:** Destroy when 3 months old.**DispAuthNo:** II-NNA-3, item 14

Chapter 04: Information Management

B040307 Checkout Sheet for Couriers**Description:****Disposition:** Destroy when 1 year old.**DispAuthNo:** II-NNA-3, item 15

B040308 Official Courier Letters**Description:****Disposition:** Destroy when 3 months old.**DispAuthNo:** II-NNA-3, item 16

B040309 Correspondence regarding Courier Service and Pouch Delivery**Description:****Disposition:** Destroy when 2 years old.**DispAuthNo:** II-NNA-3, item 17

B040310 Correspondence regarding Passports and Visas for Courier Use**Description:****Disposition:** Destroy when 2 years old.**DispAuthNo:** II-NNA-3, item 18

B040311 Receipts for Registered Mail**Description:****Disposition:** Destroy when 1 year old.**DispAuthNo:** GRS 12, item 5a

B040312 Requisitions for Pouch Supplies**Description:****Disposition:** Destroy when 6 months old.**DispAuthNo:** II-NNA-3, item 19

Chapter 04: Information Management

B040313 Reserved for future use**Description:****Disposition:****DispAuthNo:**

B040314 Postage Record**Description:****Disposition:** Destroy when 1 month old.**DispAuthNo:** Non-Record

B040315 Diplomatic Pouch Mail Registration**Description:** Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.**Disposition:** Destroy when 1 year old.**DispAuthNo:** GRS 12, item 5a

B040316 Pouch Dispatch Control Forms**Description:** Forms required as certification for pouch shipments weighing more than 2 pounds.**Disposition:** Destroy when 1 year old.**DispAuthNo:** II-NNA-3047, item 2

Chapter 04: Information Management

Information Program Unit (IPU) Communications Security**B040401 Daily Sight Check Inventory**

Description: Consists of a list of short titles of each item inventoried, the initials of the person making the inventory, and the date and time.

Disposition: Destroy on completion of next quarterly inventory. Maintain a minimum of 3 months and a maximum of 6 months of logs on hand, (e.g., on June 30 destroy January---March records, etc.).

DispAuthNo: NN-172-64, item 6

B040402 COMSEC Material Report (SF-153)

Description: COMSEC Material Report, SF-153, or other approved documents used to control COMSEC material. Includes reports for recording transfer, inventory, hand receipt, destruction, possession, and similar transactions.

Disposition: Destroy on completion of second inventory following period of reports. Maintain a minimum of 6 months and a maximum of 9 months (e.g., on Dec. 31 destroy April/June records, etc.)

DispAuthNo: NN-172-64, item 7

B040403 COMSEC Material Supply Correspondence Files

Description: Consist of correspondence which concerns the need for, supply and use of, and telegraphic acknowledgement of receipt for and destruction or other disposition instructions for COMSEC Material.

Disposition: Destroy when 2 years old or when particular system is discontinued, whichever occurs first.

DispAuthNo: NN-172-64, item 8

B040404 COMSEC Accounting Bulletins

Description: Informal accounting guidance for COMSEC custodians.

Disposition: Destroy when 1 year old unless needed longer for reference purposes, but in no case for more than 3 years.

DispAuthNo: NN-172-64, item 9

B040405 COMSEC Memorandums

Description: Correspondence specifically related to accounting reports and maintenance of COMSEC Account.

Disposition: Destroy when no longer needed for reference purposes.

DispAuthNo: NN-172-64, item 10

Chapter 04: Information Management

B040406 Appointment of Crypto Custodian and Alternate**Description:**

Disposition: Destroy when updated form is submitted to the Department.

DispAuthNo: NN-172-64, item 11

B040407 Authorized Entrance List and Visitors Register

Description: A list of all personnel authorized to enter the IPU and a register to record arrival and departures of all others who are authorized by the Principal Officer to enter.

Disposition: Destroy when 1 year old except sheets involved in a security report or investigation which will become an integral part of the report or investigation.

DispAuthNo: NN-172-64, item 12

B040408 COMSEC Transaction Continuity Log

Description: Consists of transaction number, type of report, and date or other remarks used to maintain strict continuity in assignment of transaction numbers to SF-153 accounting reports.

Disposition: Cut off at end of year and destroy.

DispAuthNo: NN-172-64, item 13

B040409 COMSEC Discrepancy Correspondence File

Description: Consists of correspondence or reports granting or related to authorization for an operation or installation which is not in accord with prescribed regulations.

Disposition: Retain as long as discrepancy exists and destroy when discrepancy has been corrected.

DispAuthNo: NN-172-64, item 14

B040410 Memorandum of Appointment of COMSEC Officer**Description:**

Disposition: Destroy when new appointment is made.

DispAuthNo: NN-172-64, item 15

B040411 Report of Violation of Communications Security (FS-507)

Description: Consist of copies of FS-507 and related correspondence.

Disposition: Destroy when 2 years old.

DispAuthNo: NN-172-64, item 16

Chapter 04: Information Management

B040412 Cryptographic Clearance Correspondence Files

Description: Includes requests for clearance and grants of clearance.

Disposition: Destroy when person whose clearance is discussed no longer requires the clearance and/or departs for another assignment.

DispAuthNo: NN-172-64, item 17

B040413 Local Destruction Certificates

Description: Consists of segment information cards, usage records or post developed forms.

Disposition: Destroy 30 days after Report of Destruction, is submitted.

DispAuthNo: NN-172-64, item 18

B040414 COMSEC Guidance Files

Description: Correspondence regarding communications security regulations, standards and procedures. Includes guidance on storage, shipment and destruction of COMSEC material, performance and scheduling of technical inspection, TEMPEST in general, and construction of communications center.

Disposition: Destroy when 3 years old or when superseded by revision to appropriate publication.

DispAuthNo: NN-172-64, item 19

Information Systems Unit (ISU)**B040501 Information Management Systems Feasibility Study**

Description: Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.

Disposition: Destroy 5 years after completion or cancellation of study.

DispAuthNo: GRS 16, item 9
